

# San Felipe Del Rio CISD

## Employee Travel Guidelines

EXPENSE CATEGORY	TRAVEL IN STATE	NOTES												
<p style="text-align: center;"><b><u>MEALS</u></b></p> <p><b>Partial Day Travel</b> - District advance/ reimbursement are based on departure and return times.</p>	<p style="text-align: center;"><b><u>EMPLOYEE PER DIEM STANDARD \$68.00</u></b>            Breakfast - \$ 16.00            Lunch - \$ 19.00            Dinner - \$ 28.00            Incidentals - \$ 5.00</p> <p style="text-align: center;"><i>Per diem rates for Texas vary on city-refer to GSA guide</i></p> <p style="text-align: center;"><b><u>EMPLOYEE FEDERAL PER DIEM STANDARD \$36.00</u></b>  <i>One day travel</i> Breakfast - \$ 6.00            Lunch - \$ 10.00            Dinner - \$ 20.00</p> <p style="text-align: center;"><b><u>EMPLOYEE FEDERAL PER DIEM STANDARD \$63.00</u></b>  <i>Overnight trip</i> Breakfast - \$ 16.00            Lunch - \$ 19.00            Dinner - \$ 28.00</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 33%;"><b>MEALS ALLOWED</b></th> <th style="width: 33%;"><b>DEPARTURE from Del Rio BEFORE</b></th> <th style="width: 33%;"><b>RETURN to Del Rio AFTER</b></th> </tr> </thead> <tbody> <tr> <td><b>BREAKFAST</b></td> <td><b>8:00 AM</b></td> <td><b>8:00 AM</b></td> </tr> <tr> <td><b>LUNCH</b></td> <td><b>12:00 PM</b></td> <td><b>12:00 PM</b></td> </tr> <tr> <td><b>DINNER</b></td> <td><b>6:00 PM</b></td> <td><b>6:00 PM</b></td> </tr> </tbody> </table>	<b>MEALS ALLOWED</b>	<b>DEPARTURE from Del Rio BEFORE</b>	<b>RETURN to Del Rio AFTER</b>	<b>BREAKFAST</b>	<b>8:00 AM</b>	<b>8:00 AM</b>	<b>LUNCH</b>	<b>12:00 PM</b>	<b>12:00 PM</b>	<b>DINNER</b>	<b>6:00 PM</b>	<b>6:00 PM</b>	<p>Total meal allowance may be used at traveler's discretion (spend on one meal or all can be spent on two meals, etc.)</p> <p>Sales tax must be paid on meals unless the District contracts the meals and a check is used to pay for the meals (either at time of purchase or by PO) *Sales tax will not be refunded when Federal funds are used*</p> <p>Travelers are not required to return receipts in for meals *unless using Federal Funds*</p> <p>Parking fees and internet charges are included as part of incidentals per diem rate *incidentals are not given for Federal funded trips*</p>
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<p><b>TRANSPORTATION</b> - By private vehicle - By district vehicle</p>	<p><b>Private Vehicle Object Code 6411 – Mileage rate \$0.70 (1/1/2025)</b>            Refer to MapQuest to determine mileage for allowable advances</p> <p><b>Van Object Code 6411 – Mileage rate \$0.85</b></p>													
<p><b>LODGING</b></p>	<p><b>STANDARD RATE \$110.00 – ORIGINAL DETAILED HOTEL RECEIPT REQUIRED</b>            Hotel rates for Texas vary on city – refer to GSA guide  <b>When possible, double occupancy is expected (total rate \$220)</b>            District is exempt from Texas state hotel occupancy tax</p>													
<p><b>OTHER EXPENSES</b> - Registration fees</p> <p><b>OTHER NOTES</b></p>	<p><b>Registration/entry forms required with itinerary</b></p> <p>Federal fund TEA meal allowance is \$63.00 for overnight trips and \$36.00 for non-overnight trips, lodging is \$110.00            Any amount over these allowances must be paid from local funds (1XX)</p>													

**Return travel must be completed and returned within five (5) workdays after trip**